

**This job aid answers these questions:**

1. “What were the expenditures for a specific period of time?”
2. “Why should I use this search instead of running a Cognos report?”
  - The Cognos GM045 provides data formatted by inception-to-date, fiscal year, or activity period. However, it cannot limit the data to a specific time period within a single activity period for sponsored projects.
  - Budget Overview data does not include F&A on encumbrances. This must be manually calculated.

**Step 1: Access NUFinancials**

1. Log in to the NUPortal at <https://nuportal.northwestern.edu>.
2. Click the **Faculty** or **Staff** tab.
3. Click the **Finance & Budgeting** tab, and then **Budget Overview** from the *Related Links* menu located on the left navigation pane.

*Alternate navigation:* If you cannot access the NUPortal or the appropriate tab, go to <http://cafe.northwestern.edu/gateway> and then click NUFinancials and log in using your NetID and NetID password. Navigate to the Budget Overview search page: **Commitment Control > Review Budget Activities > Budget Overview**.

**Step 2: Create a new inquiry name (first time only)**

If you have already created an inquiry for this purpose, click **Find an Existing Value > Search**. Click the inquiry name you want to use.

1. Click the **Add a New Value** tab.
2. Type an inquiry name and then click **Add**.  
The search will be saved with this name. Use \_ instead of spaces. Do not use any symbols.



**Budgets Overview**

[Find an Existing Value](#) [Add a New Value](#)

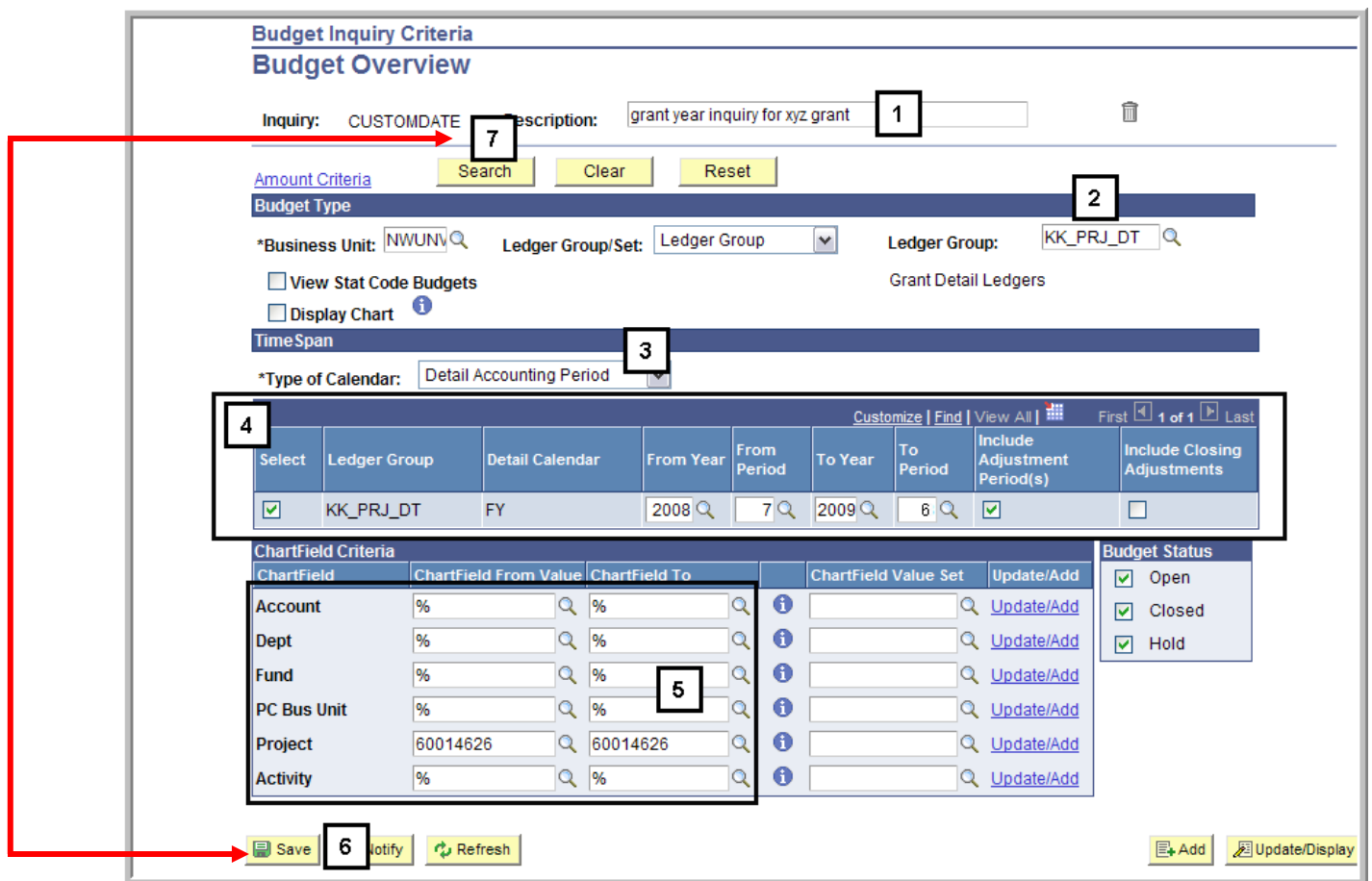
Inquiry Name:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

## Step 3: Enter your search criteria

1. Enter a description of your search. The description appears next to the inquiry name the next time you want to use this search.
2. Type KK\_PRJ\_DT in the *Ledger Group* box.
3. Select **Detail Accounting Period** from the *Type of Calendar* menu, if it does not default.
4. In the *From Year* and *From Period* boxes, enter the start fiscal year and month. In the *To Year* and *To Period* boxes, enter the end fiscal year and month. This is the stop date for the data results. The example below will pull data for the grant starting in March fiscal year 2008 and ending in February fiscal year 2009.
5. Enter your chart string search criteria. Delete the % sign in the *Project* boxes, and then type your project number in both *Project* boxes. Only those budgets you have permission to view appear.
6. Click **Save** to save your search criteria for future searches.
7. Click **Search** to view the results.



**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: CUSTOMDATE **7** Description: grant year inquiry for xyz grant **1**

**Amount Criteria** Search Clear Reset **2**

**Budget Type**

\*Business Unit: NWUNV Ledger Group/Set: Ledger Group Ledger Group: KK\_PRJ\_DT

View Stat Code Budgets  
 Display Chart

**Time Span** **3**

\*Type of Calendar: Detail Accounting Period

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	KK_PRJ_DT	FY	2008 <b>4</b>	7	2009	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	ChartField Value Set	Update/Add
Account	%	%		Update/Add
Dept	%	%		Update/Add
Fund	%	%		Update/Add
PC Bus Unit	%	%		Update/Add
Project	60014626 <b>5</b>	60014626		Update/Add
Activity	%	%		Update/Add

**Budget Status**

- Open
- Closed
- Hold

Save **6** Notify Refresh Add Update/Display

## Step 4: View your results

All budgets that meet your search criteria appear. If you do not see all your budgets, enter a higher number in the *Max Rows* box and then click **Update**. At the bottom of the page, click **Return to Criteria** to go back to the search criteria page. Click any hyperlink to see what transactions make up that total.

**Inquiry Results**  
**Budget Overview**

Business Unit: NWUNV  
Ledger Group: KK\_PRJ\_DT Grants Detail  
Type of Calendar: Detail Accounting Period  
Amounts in Base Currency: USD  
Revenue Associated

[Return to Criteria](#) Max Rows:  [Display Options](#)

**Ledger Totals (83 Rows)**

Budget:	8,834,104.00	Net Transfers:	0.00
Expense:	2,316,482.99		
Encumbrance:	133,335.03		
Pre-Encumbrance:	0.00		
Budget Balance:	6,384,285.98		
Associate Revenue:	0.00		
Available Budget:	6,384,285.98		

*These are the combined totals for the results shown below.*

**Budget Overview Results**

	Ledger Group	Fund	Dept	PC Bus Unit	Project	Activity	Account	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Pct Av
1	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	7	0.00	62,352.36	0.00	0.00	-62,352.36	
2	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	8	0.00	60,153.87	0.00	0.00	-60,153.87	
3	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	9	0.00	112,653.87	0.00	0.00	-112,653.87	
4	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	10	0.00	84,894.25	0.00	0.00	-84,894.25	
5	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	11	0.00	-2,582.44	0.00	0.00	2,582.44	
6	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	12	0.00	165,284.56	0.00	0.00	-165,284.56	
7	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2009	1	0.00	54,150.25	0.00	0.00	-54,150.25	
8	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2009	2	0.00	92,066.94	0.00	0.00	-92,066.94	
9	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2009	3	2,144,744.00	106,928.71	0.00	0.00	2,037,815.29	95
10	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2009	4	752,591.00	95,594.94	118,057.38	0.00	538,938.68	71

## Step 5: Export the data to Excel

The results search results are filtered by grants budget category for each chart string by accounting period (for all the periods within the date range specified). If you need grants budget category subtotals for all the accounting period, export the data to Excel and reformat it.

**Budget Overview Results**

	Ledger Group	Fund	Dept	PC Bus Unit	Project	Activity	Account	Fiscal Year	Period	Budget	Expense	Encum
1	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	7	0.00	62,352.36	
2	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	8	0.00	60,153.87	
3	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	9	0.00	112,653.87	
4	KK_PRJ_DT	610	8237100	NWUNV	60014626	01	60010	2008	10	0.00	84,894.25	

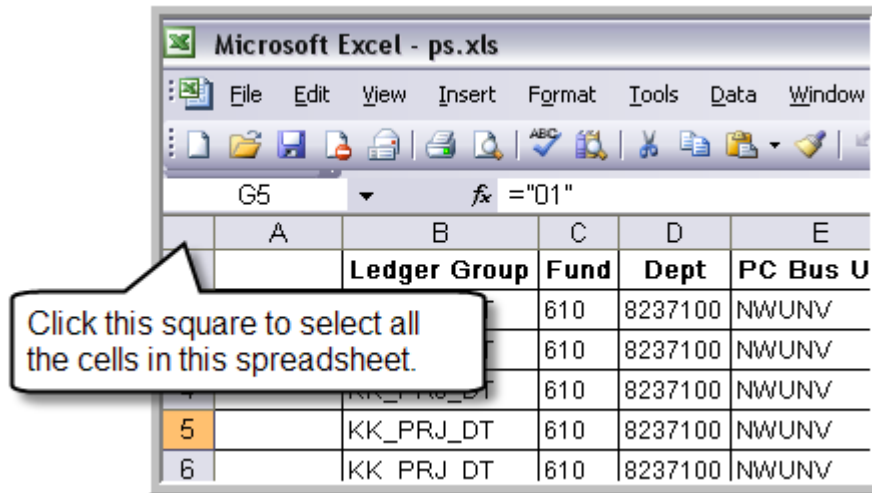
Click here to export the data. Click **Save** from the *File Download* box, and then save the file.

**Note:** You may need to hold **Ctrl**, and then click the icon. If it does not download right

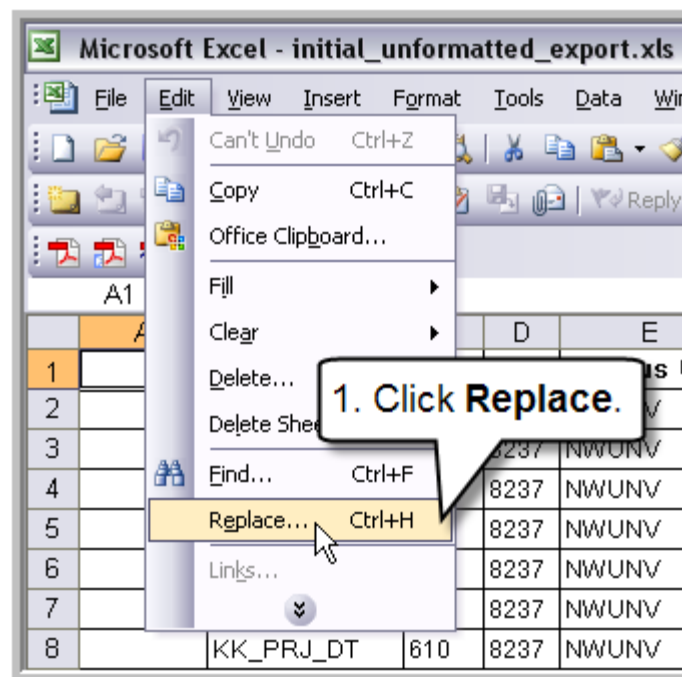
## Step 6: Format the data as a number

The data must be reformatted so that Excel interprets the amounts as numbers when the data is summed.

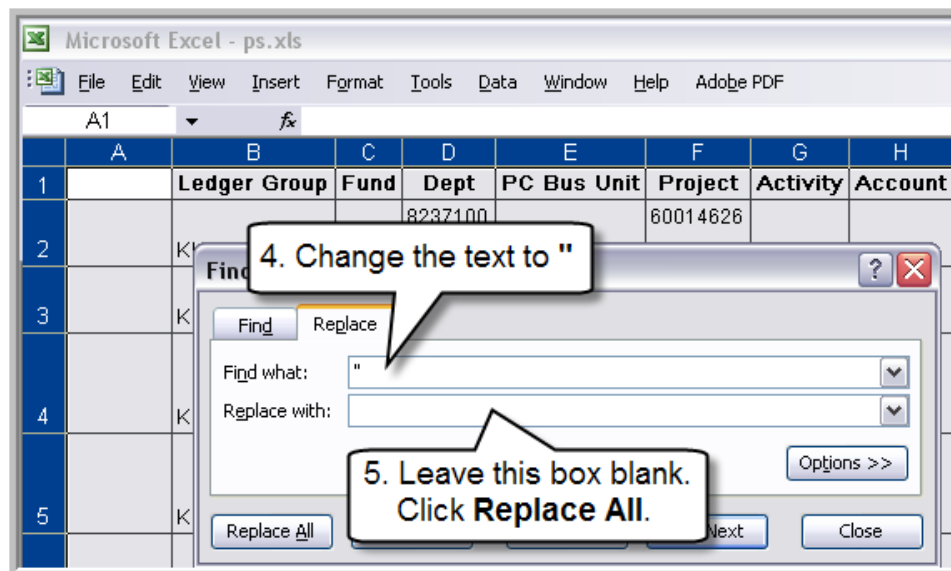
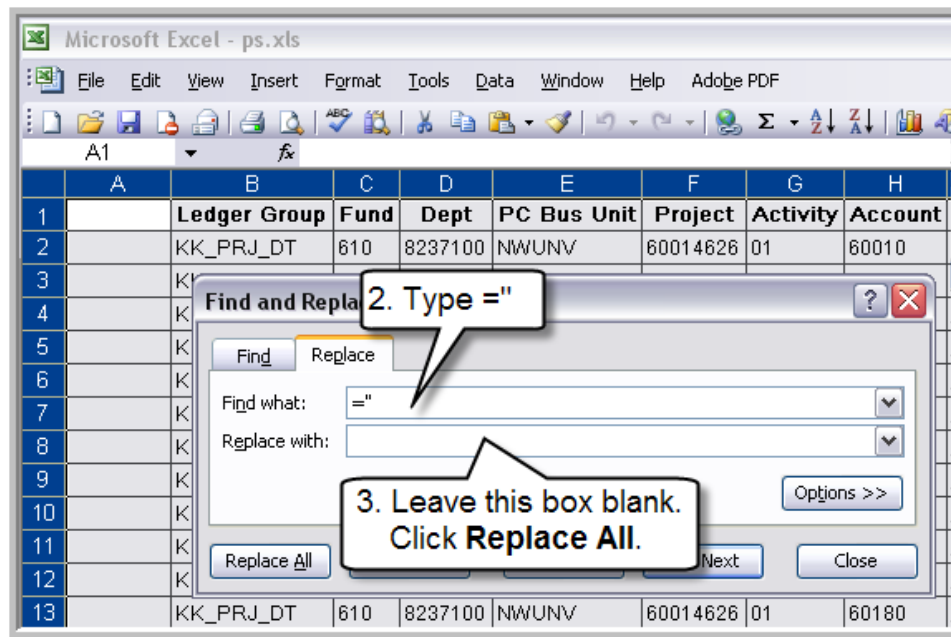
6a. Select the whole worksheet.



6b. Format the data as a number.



## Step 6b: Format the data (continued)



### What happens next?

After you have removed/replaced the "=" characters, save and format the Excel spreadsheet to meet your needs.

### NEED HELP?

Contact the Help Desk at 847-491-HELP (4357), e-mail [consultant@northwestern.edu](mailto:consultant@northwestern.edu), or sign up for Project Café training course *FMS722 NUFinancials Budget Searches*.



**THIS IS FICTIONAL DATA. NONE OF THESE AMOUNTS ARE REAL.**

**Sample formatted worksheet**

In order to see the totals by budget category for all accounting periods listed in the search results, sort the data by the Account column, and then total the Budget Expense, Encumbrance, Pre-Encumbrance, and Available Budget columns. Grant budgets are listed in the accounting period in which they were entered.

Fund	Dept	Project	Activity	Account	Fiscal Year	Period	Budget	Expense	Encum	Pre-Encum	Available Budget*	% Avail
610	8237100	60014626	1	60010	2008	12	0.00	165284.56	0.00	0.00	-165284.56	0
610	8237100	60014626	1	60010	2009	4	752591.00	95594.94	0.00	0.00	538938.68	71.61
610	8237100	60014626	1	60010	2009	5	0.00	0.00	0.00	0.00	0.00	0
							<b>752,591.00</b>	<b>260,879.5</b>	<b>0.00</b>	<b>0.00</b>	<b>373,654.12</b>	
610	8237100	60014626	1	60180	2008	7	0	3,426.36	0	0	-3,426.36	0
610	8237100	60014626	1	60180	2009	4	90,160.00	11,149.46	2,006.97	0	77,003.57	85.41
610	8237100	60014626	1	60180	2009	5	0	0	0	0	0	0
							<b>90,160</b>	<b>14,575.82</b>	<b>2,006.97</b>	<b>0</b>	<b>73,577.21</b>	
610	8237100	60014626	1	73000	2009	3	1,190,328.00	13,842.48	11,692.62	0	1,164,792.90	97.85
610	8237100	60014626	1	73000	2009	5	0	17,843.58	6,487.80	0	-24,331.38	0
							<b>1,190,328</b>	<b>31,686.06</b>	<b>18,180.42</b>	<b>0</b>	<b>1,140,461.52</b>	
610	8237100	60014626	1	75000	2008	7	0	3,542.40	0	0	-3,542.40	0
610	8237100	60014626	1	75000	2009	3	408,000.00	13,452.00	0	0	394,548.00	96.7
							<b>408,000</b>	<b>16,994.40</b>	<b>0</b>	<b>0</b>	<b>391,005.60</b>	